

Guest Services Associate

The Morean Arts Center seeks 2 part-time guest services associates (29 or fewer hours per week) to join us. These are entry level, front-line, hourly, non-exempt positions. Our mission is to connect people with art, and we operate 4 distinct visual arts facilities in and around downtown St. Petersburg, Florida. We have 2 openings, one at our Center for Clay in the Warehouse Arts District and the other at our Central Avenue venues. Guest Services associates ensure we happily engage all visitors who come to the Morean Arts Center, Chihuly Collection, Glass Studio & Hot Shop, and Morean Center for Clay. The positions operate in a busy, public environment, so the candidate must be comfortable with answering phones, welcoming visitors, answering questions, and working on a computer. The Center for Clay candidate must have previous experience with this medium. Excellent computer and accurate data entry skills (we use the Altru system by Blackbaud) are vital and reliable transportation is necessary as is the ability to work weekdays and weekends because we are open 7 days a week, 363 days a year.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Actively welcome and happily engage with visitors within a busy, public environment
- Understands established standards, practices and policies and uses critical thinking to make sound decisions, even in a fast-paced environment
- Ability and proficiency to handle high volume point-of-sale processing via computer while adhering to cash-handling guidelines
- Ability to work independently as well as within a team setting
- Ability to retain information on promotions, events, and discounts that affect ticketing prices
- Responds appropriately to a range of guest inquiries politely and diplomatically
- Maintains cleanliness and organization of the admissions area and surrounding areas
- Be eager to learn about and engage others in what the Morean Arts Center is and what it offers to the public

Minimum Qualifications: High School Diploma required, at least 2 year's work experience desired, ideally in the attractions industry or in a front-line, customer facing environment. This is an entry level position and candidate must have

reliable transportation and the ability to work different shifts including days, weekends and evenings when needed. Must possess demonstrated competencies in technology, strong oral and written communication skills, and a collaborative and teamwork-based approach to work.

No phone calls, please.

Please check our listing on [Indeed.com](https://www.indeed.com)

The Morean Arts Center is an Equal Opportunity Employer.

We follow CDC recommended guidelines and invest in supplemental cleaning, sanitizing, and disinfecting procedures at our facilities.